

## CSBG Recovery Act Local Plan

*Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.*

### Submit To:

Department of Community Services and Development  
Attention: Community Services Division  
P.O. Box 1947  
Sacramento, CA 95812-1947

### Section I - Agency Information

Agency San Joaquin County Aging & Community Services  
Address P.O. Box 201056  
City Stockton, CA 95201

### Agency Contact Person Regarding CSBG Recovery Act Local Plan


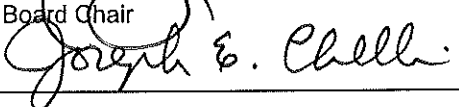
Contact Person Wendy Moore  
Title Deputy Director, Aging & Community Services  
Phone (209) 468-3805  
Fax (209) 932-2613  
E-mail Address wmoore@sjgov.org

### Section II - Certification

1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill.

☒ Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

  
Board Chair  
  
Executive Director

MAY 19 2009

Date

5/19/09

Date

## CSBG Recovery Act Local Plan

---

### Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 87226056

---

### Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number OPS07

---

### Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

---

#### A) Describe how your agency made this Local Plan available for public inspection.

The Local Plan is posted on the Department Website: [www.sjaging.org](http://www.sjaging.org) for inspection. Copies have been distributed to the 8 Community Centers throughout San Joaquin county for local resident review and comment.

---

### Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

---

#### A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

Through existing CSBG funds, we offer supportive services through eight multiservice community centers located in low-income areas throughout San Joaquin County. Recovery Act funds will be utilized to enhance services currently being offered with increased focus on employment. We will be partnering with the local CalWORKs and WorkNet programs to offer on-site services to CalWORKs recipients and other low-income youth and adults in the area with Job Club services. This includes learning to write resumes, complete applications, interviewing skills, and job seeking skills. By offering these services locally, they can be specifically tailored to meet the individual needs of the residents that utilize the community center services. Outreach efforts will be more successful, as services can be easily obtained without transportation barriers.

---

#### B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

The eight community centers are located throughout San Joaquin County. There are 5 centers in low-income areas in the centrally located Stockton area, which is the largest city in San Joaquin County. In addition, there are centers located in Thornton & Lodi (north county) and in Tracy (south county). Services will be provided at the local community centers to best meet the needs of the local low-income residents.

---

#### C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

Initial activities will focus on meeting the immediate needs of youth and adults to locate and secure employment as quickly as possible. Second level activities will include assisting individuals and families to establish short, mid, and long range economic goals. These activities will include learning to budget, establishing savings accounts, controlling credit, home ownership, and job advancement strategies. Also included will be identifying available scholarships and training programs to enhance current educational and skill levels. Third level activities will focus on programs to divert youth from gang activities and encourage positive engagement within their communities. These activities include intramural sports to improve the concept of teamwork; art to encourage creativity; and cultural enrichment activities to promote awareness of potential employment opportunities in non-traditional work arenas (theater, music, graphic arts, etc.)

---

#### D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

Staff will coordinate with multiple agencies and programs to connect local residents with the programs or services they need to become increasingly self-sufficient. These programs include, but are not limited to: CalWORKs, WorkNet, Aging & Community Services Information and Assistance, In-Home Supportive Services, Weatherization, HEAP/ECIP, Senior Employment, Refugee Services, Migrant/Farm Worker Program, Office of Education, local schools, Community Resource Officers, University of Pacific, San Joaquin Delta College, multiple local trade schools, Community Revitalization, Health Care Clinics, and community based organizations that provide specific cultural diversity training and support.

## CSBG Recovery Act Local Plan

---

**E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.**

Funds will be used to directly support the coordination of services, whether they are administrated directly by the Human Services Agency or are handled by referral to other programs. The focus will be to identify and more efficiently utilize existing programs and services, versus re-creating a stand alone system. By utilizing existing public and private resources, funding is most effectively utilized and eliminates potential duplication or supplanting.

---

**F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.**

We will utilize a service coordination/brokerage model to optimize the benefit to local low-income residents. Training will include experts on food preparation on a budget; provision of commodities/surplus donated food; developing and operating within a family budget; home ownership strategies; referrals to low/no cost health clinics; application assistance to income/health/educational programs; job-seeking skills training; job-retention skills training; job-advancement skills training; immigration/naturalization assistance referrals.

---

**G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).**

The community needs assessment will incorporate information from existing needs assessments conducted through CalWORKs, WorkNet, Area Agency on Aging, and the Community Action Plan. Special emphasis will be placed on identifying and ameliorating barriers to gainful employment and or access to Federal, State and local benefits programs. The needs assessment will be conducted at each of the eight local community center sites.

---

**H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.**

We are piloting the placement of an Eligibility Worker in two of our eight centers to enroll eligible individuals in the food stamps program. We will seek to expand both the role of these workers, and expand to provide services in all eight centers. Existing staff within the eight centers will receive additional training regarding eligibility requirements, and assist eligible individuals to complete mail-in applications for all services. All services will be provided through the eight community centers geographically located throughout San Joaquin County.

---

**J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.**

Local outreach will occur through each of the eight community centers and existing partners. We will also be coordinating outreach and marketing through Cal-Neva, and utilize their prepared media package for outreach to the media.

---

### **Section VII - Energy Coordination**

*For each question in this section, provide a comprehensive narrative of what plans you have made to date.*

---

**A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.**

Each of the eight County Community Centers in San Joaquin County provides referrals to our Energy Programs (HEAP, ECIP and Weatherization). Our ECIP staff utilizes our community centers for their energy classes. Three days a week, the ECIP staff have classes at different centers throughout the county. These classes provide energy tips, referral information for other services, information packets, and some classes have a power point presentation on energy savings. Clients are then seen on a one-to-one bases with an ECIP staff to go over the client's application and documentation. The community center staff are responsible for making appointments for the low-income clients that are seeking help at the center.

---

**B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.**

Each of the eight County Community Centers in San Joaquin County are working with San Joaquin County WorkNet. The WorkNet Summer Youth Employment Program has placed youth in each of the community centers. These youth receive training and participate in all the activities the centers offer the community from Energy Classes to Senior Meals to food distribution to recreation activities.

## CSBG Recovery Act Local Plan

### Section VIII - Workforce Development Projects and Activities

*In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.*

#### A.1) Project/Activity #1

<b>Title</b>	Family Self Sufficiency		
<b>Cost</b>	\$375,000		
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created #	15	<input type="checkbox"/> Retained #
<b>Description</b>	<p>The eight county community centers are located throughout San Joaquin County in low-income areas. The centers are available for seniors, individuals, and families in need of services. Professional social workers will be working with the community center staff to provide intensive services to clients through comprehensive psychological, physical, social assessment and environmental needs; develop individualized service plans; process applications for needed services; prepare case records, reports, and correspondence for clients; prepare statistical reports and analyses; make home visits to assess housing and health conditions and family relationships; refer cases of suspected abuse and/or neglect to Child or Adult Protective Services as required by law; refer for specialized mental health/substance abuse or citizenship assistance as needed; and advocate on behalf of the clients.</p>		

#### A.2) Project/Activity #2

<b>Title</b>	Senior Exercise and Nutrition Programs		
<b>Cost</b>	\$75,000		
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created #	1	<input checked="" type="checkbox"/> Retained # 6
<b>Description</b>	<p>The Senior Exercise Program includes tai chi, stretching exercises, and other activities at the 8 community centers. This year, in partnership with the Area Agency on Aging and County hospital, a "Wii Therapy" program for seniors was launched at 5 Community Centers. The community centers chosen have a high senior turnout and were willing to pilot a program designed to increase the physical activity of seniors. As a part of the program, we will have an occupational therapist introduce the Wii to seniors and staff, and go over the benefits of remaining active. We will potentially expand the program to the remaining 3 centers. A nutrition program will also be offered at the community centers. This program will provide nutrition information, cooking classes and other important information to seniors and other low-income clients. Each of the community centers is a commodity distribution site and six of the centers are part of the Senior Brown Bag Program. With the help of a Dietician, the seniors and low-income clients will learn how to maximize their commodities and brown bag ingredients to make healthy, good tasting meals.</p>		

#### A.3) Project/Activity #3

<b>Title</b>	Job Search/Resume Building		
<b>Cost</b>	\$576,000		
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created #	45	<input checked="" type="checkbox"/> Retained # 1.5
<b>Description</b>	<p>During this difficult economic climate, the community centers will focus their efforts to assist job seekers in their search. This will be accomplished through building basic computer skills, Internet job searches/applications, referrals to job training programs, and mock interviews/interview skills preparation. Partnering with WorkNet, Employment Training Specialists will be available to provide assistance to clients at the community centers with job searches, referrals, resume writing and other skills needed to obtain employment. Other support services will be available to the clients such as work equipment, clothing for interviews and work, fingerprinting, and other services needed to obtain employment. Computer labs are available at the community centers during all operational hours. Bus passes will be available for low-income clients that are in need of transportation to job interviews.</p>		

#### A.4) Project/Activity #4

<b>Title</b>	Family Financial Assistance and Budgeting		
<b>Cost</b>	\$32,000		
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created #	2	<input type="checkbox"/> Retained #
<b>Description</b>	<p>The centers will be launching a new program to educate, evaluate, and assist with household finances. Services will be offered, and willing participants will undergo an evaluation of income and expenses to determine necessities from wants. The goal of this program will be to help families that are struggling financially to re-think their needs and get connected to assistance programs such as food stamps, Medi-Cal, Head Start, Home Energy Assistance Program, Energy Crisis Intervention Program, Commodity food distribution, senior meals, and other services that provide immediate financial relief.</p>		

## CSBG Recovery Act Local Plan

### A.5) Project/Activity #5

<b>Title</b>	Summer Youth Enrichment Program (SYEP), Recreation and Art Programs		
<b>Cost</b>	\$390,000		
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #	4	<input checked="" type="checkbox"/> Retained # 7.75
<b>Description</b>	<p>The Summer Youth Enrichment Program (SYEP) provides recreational and educational services to over 180 youth (8-15 years of age) through the 8 county community centers. Education, field trips, arts and crafts, intramural sports, motivational speakers, and summer reading programs are customized for each community's need. Meals are provided to youth to ensure that they are receiving proper nutrition while in the program. SYEP also allows parents the opportunity to retain or seek job opportunities as well as avoid the additional expense of day care. The Recreation Program provides activities for low-income at-risk youth throughout the year by providing alternatives to gang and drug activity. Sports include aquatics, soccer, basketball, softball, and flag football. Art activities are also offered to children and adults using a variety of techniques such as painting, drawing, fabric arts, mask-making and metal work. Studies have shown that these programs allow students to excel in other traditional subjects such as math and reading, yet these programs are being cut from our local schools due to the State budget crisis.</p>		

*In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.*

### B.1) Subcontractor Project/Activity #1

<b>Title</b>			
<b>Subcontractor</b>			
<b>Cost</b>			
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
<b>Description</b>			

### B.2) Subcontractor Project/Activity #2

<b>Title</b>			
<b>Subcontractor</b>			
<b>Cost</b>			
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
<b>Description</b>			

### B.3) Subcontractor Project/Activity #3

<b>Title</b>			
<b>Subcontractor</b>			
<b>Cost</b>			
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
<b>Description</b>			

### B.4) Subcontractor Project/Activity #4

<b>Title</b>			
<b>Subcontractor</b>			
<b>Cost</b>			
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
<b>Description</b>			
	<input checked="" type="checkbox"/> Retained #		

**B.5) If you specified any project/activity in B.1 – B.4, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.**

## CSBG Recovery Act Local Plan

*In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.*

**C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.***

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
NPI 1.1 - Employment	Job Club/Job Search; Budget training; education/training opportunities research	Partner with Cal Works & WorkNet to offer on-site services to CalWORKs recipients and other low-income youth and adults in the area with Job Club services. Includes writing resumes, completing applications, interviewing skill and job seeking skills.
NPI 1.1 - Employment	Budget training	Launching a new program to educate and assist with household finances. Helping families that are struggling financially with referrals to various programs such as food stamps, Medi-Cal, HEAP, ECIP, commodities and weatherization.
NPI 2.2 - Community Quality of Life and Assets	Family Self Sufficiency	Social Workers will provide services to the low-income clients of the community center through comprehensive assessments; facilitating applications for needed services; preparing case records; preparing statistical reports; making home visits to assess housing, health conditions and family relationship; refer cases of suspected abuse and/or neglect as required by law; and advocate on behalf of the clients.
NPI 6.1 - Independent Living	Senior Exercise Program	Senior exercise programs will include tai chi, stretching, Wii Therapy, and other activities that promote healthy and independent living. An occupational therapist will work with the seniors, providing guidance to proper exercise. A dietician will also work with the seniors to encourage proper nutrition.
NPI 6.2 - Emergency Assistance	Energy Services	The energy staff (HEAP & ECIP) will participate in energy classes at the centers providing information on energy savings tips, referrals for other energy programs, and referral to our weatherization program.
NPI 6.2 - Emergency Assistance	Emergency Food	The eight county community centers will offer emergency food through donations from grocery stores, bakeries, and other stores. The Emergency Food and Shelter Program (EFSP) funded by FEMA also helps supply emergency food to low-income clients.
NPI 6.2 - Emergency Assistance	Clothing Distribution	The community centers offer donated clothing to low-income clients. Clothing is donated to the centers from area residents.
NPI 6.3 - Child and Family Development	Summer Youth Enrichment Program (SYEP)	SYEP provides recreational and educational activities during the summer months to youth 8-15 years of age. Education, field trips, art, sports, motivational speakers and summer reading programs are a few of the activities that will be available at the eight community centers.
NPI 6.3 - Child and Family Development	Recreation and Art Program	The eight county community centers participate in a recreation program that includes four team sports: basketball, softball, soccer and flag football. The center youth also participate in an Art program designed to help enhance the creativity and self-expression in a positive fashion.

**D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)**

**E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.**

- ☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.
- ☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.
- ☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

**E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.**

## CSBG Recovery Act Local Plan

Administrative costs will be utilized to perform fiscal functions required for the separate accountability required of the ARRA funds and to conduct outreach efforts. All costs will be kept in a separate cost center and allocated fiscal and program staff will perform time studies to ensure that the funds are expended correctly and accurately. All reporting periods will be met in accordance with the contract requirements set forth by CSD.

---

### Section IX - Required Disclosures

---

*For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.*

**A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.**

N/A

---

**B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently active provide the status.**

N/A

---

### Section X - Barriers

---

*For each question in this section, provide information on potential barriers to your agency's success.*

**A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).**

There are many challenges set forth: 1) approval process for some purchases may take awhile, especially if it is near the beginning of a fiscal year, goods that exceed \$1,000 per unit, or services over \$100,000; 2) financial reporting deadlines may be a challenge due to the availability of reports from the Auditor-Controller; and 3) availability of guidance and dissemination of information related to ARRA. 4) Turn-around time frames that do not provide sufficient time to submit required items to the Governing Board (County Board of Supervisors). San Joaquin County remains committed to meeting requirements if at all possible given the barriers listed above.